

**IN THE UNITED STATES DISTRICT COURT FOR THE
SOUTHERN DISTRICT OF ALABAMA**

NOTICE TO FAX RECIPIENTS

The United States District Court for the Southern District of Alabama is currently implementing a new electronic case filing system. Case Management/Electronic Case Files (CM/ECF) is a national program supported by the Administrative Office of the U. S. Courts. The system provides many benefits to attorneys that you may review in the attached document. You may also visit our website at www.als.uscourts.gov for more information. CM/ECF is currently being utilized in several federal courts across the country with great success. We believe you will be most pleased with the product. There is one issue we would like to address with our fax notification recipients. **The CM/ECF system incorporates email notification, but does not provide for fax noticing.** In an effort to provide and maintain the best possible service to the Bar, we would ask that each of you consider registering for CM/ECF so that we may begin email notification of all court orders entered. Your registration for CM/ECF *does not* obligate you to electronically file documents, although it will permit you to do so when the court makes that feature available. At this time your registration will only authorize the court to provide notification by email of all court orders. We would like to begin pre-registration so that the prompt service you have come to expect through our fax notification system is not interrupted. We will begin using this new service in April, 2003. You must also have a valid PACER account to receive email notification. The email will provide a link to the document and you will receive one free copy that you may print or save. Further access will be at the standard PACER rate of \$.07 per page. To register for PACER call 1-800-676-6856 or visit the PACER Service Center at <http://pacer.psc.uscourts.gov/>. We have provided a CM/ECF registration form for your convenience. If you choose to register, you may fax the form to our office at 251-694-4673 or mail it to 113 St. Joseph Street, Mobile, AL 36602. The court will phase out the fax noticing system in the coming months.

If you have questions related to CM/ECF, we are available to discuss any concerns you may have. Please call Chuck Diard or Jeff Reinert at 251-690-2371, or email Chuck at chuck_diard@alsd.uscourts.gov and Jeff at jeff_reinert@alsd.uscourts.gov. We appreciate your consideration and hope to hear from you soon..

Attorneys and CM/ECF

UNITED STATES DISTRICT COURT

SOUTHERN DISTRICT OF ALABAMA

Case Management/Electronic Case Files (CM/ECF) is the new automated case management and electronic docketing system for the Southern District of Alabama. CM/ECF provides a new, easy-to-use electronic case filing feature that will make life easier for you by allowing you to file and view court documents over the Internet.

What Does CM/ECF Offer?

CM/ECF will allow attorneys to file and view documents from their office, home or anywhere they have access to the Internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are immediately available electronically. CM/ECF also provides the following benefits:

- 24-hour access to filed documents over the Internet
- Automatic email notice of case activity
- The ability to download and print documents directly from the court system
- Concurrent access to case files by multiple parties
- Secure storage of documents (so files are not misplaced)
- Potential reduction in courier fees

What Do I Need to Use CM/ECF?

- A personal computer running a standard platform such as Windows or Macintosh
- Word processing software
- Internet access and a browser, Netscape or Internet Explorer. The system has been certified with Netscape and is being tested with Internet Explorer
- Software to convert documents into PDF
- Scanning equipment may be useful

How Does it Work?

The electronic case files system accepts documents in a portable document format (PDF). PDF retains the way a document looks, so the pages, fonts and other formatting are preserved. Filing a document with the court's CM/ECF system is quite easy:

- Create the document using word processing software.
- Save the document in PDF format.
- Log onto the court's CM/ECF system, using a court-issued login and password.
- Follow the set of simple prompts to provide information about the case, party and document to be filed.
- Attach the PDF document and submit it to the court for filing (by pressing a

- submit button).
- Save or print the CM/ECF electronic receipt emailed from the court confirming that the document was filed.

Are There Fees?

There are no added fees for filing documents over the Internet using CM/ECF; existing document filing fees do apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program. Attorneys and litigants receive one free copy of documents filed electronically in their cases; additional copies are available for viewing or downloading at seven cents per page. Directed by Congress to fund electronic access through user fees, the judiciary has set the fee at the lowest possible level sufficient to recoup program costs. The maximum fee charged for any one document will be \$2.10.

How will I Sign Documents?

The court will issue logins and passwords. Using your login and password to file a document is considered to be your signature.

How Secure is CM/ECF?

CM/ECF has many security features and has

passed an evaluation by the National Security Agency. Access to the system is through a court issued login and password.

When is CM/ECF Coming to This Court?

The Southern District of Alabama began implementation in May of 2002. The court will “go live” on the new system April 7, 2003. It is anticipated that by May 2003 the court will be ready to receive electronic filings from attorneys on a limited basis. Updates on the progress of the project will be published on the courts website at www.als.uscourts.gov.

What Kind of Training will be Provided?

A training schedule will be established in the near future and will be posted on our website. Regular training sessions will be conducted at the courthouse, and when requested can also be held in your law firm when the number of participants is sufficient.

Contact Information

For further information on the CM/ECF project please contact the court at 690-2371 or email Chuck Diard or Jeff Reinert at Chuck_Diard@alsd.uscourts.gov or Jeff_Reinert@alsd.uscourts.gov.

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF ALABAMA

ELECTRONIC CASE FILING SYSTEM
Attorney/Participant Registration Form

PLEASE TYPE

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system. Registered attorneys and other participants will have privileges to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF system.

The following information is required for registration:

First/Middle/Last Name: _____

Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

(Attorney's email for electronic service)

Secondary E-Mail Address: _____

(Central Repository, Secretary, etc.)

The information contained in this box will be maintained confidentially, and is necessary for security/confirmation purposes:

Social Security Number: _____ Mothers's Maiden Name: _____

☐ I already have an ECF login that I use at another court, which is _____. Please assign the same login.

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases designated by the *United States District Court for the Southern District of Alabama*. The system may be used to file and view electronic documents, docket sheets, and notices. Please contact the court at 251-690-2371, or email efile_information@alsd.uscourts.gov to schedule training.

2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion and other paper shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The Court will immediately delete the password from the electronic filing system and issue a new password.
3. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D); (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D), except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Notice by electronic means is complete as set forth in this court's Standing Order No. 29, which is available on our website at www.als.uscourts.gov.
4. A user accesses court information via the court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required, in addition to, the login and password issued by the court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>).
5. By this registration, the undersigned agrees to abide by all of the rules and regulations in Standing Order No. 29, *In Re: Procedural Rules for Electronic Case Filing* currently in effect and any changes or additions that may be made to such Administrative Procedures in the future.

Please return this form to: United States District Court, Southern District of Alabama
Attn: ECF Attorney Registration
113 St. Joseph Street
Mobile, AL 36602

Or FAX to: United States District Court, Southern District of Alabama
(251)694-4673

Date

Attorney/Participant Signature

Your login and password will be sent to you by the Office of the Clerk by regular, first-class mail. If you prefer to have your login/password sent to an address other than the one listed on page one of this form, please write the address in the space provided below:

Firm Address: _____
